



## Parking/Building Access Application Directions



**Questions 1-3 & 5-33 are to be completed by the employee requesting access.**

1. If you are requesting a card for the first time, check this box.
2. If you need a new card, check this box.
3. If you need to change your previous access, check this box.
4. If you need to delete an employee from the system check this box. *Deleting an employee can only be done by a supervisor. To do this, please list the employee's information in questions 7-10 and place your signature in the designated box on page 2.*
5. If you need a new decal for your car, check this box.
6. If your request is not listed, check this box and list your request.
7. Print your first name. *Do not shorten your name or use nicknames.*
8. Print your middle name.
9. Print your last name.
10. Fill in your social security number.
11. Fill in your date of birth (6/12/78).
12. Place a check in appropriate gender's box.
13. Print your department name and your branch of government.
14. Print the division of the department that you work for.
15. Print the name of the building that your office is located in.
16. Print the title of your job (secretary, director, legislative liaison, etc.)
17. Fill in your office phone number.
18. Fill in an alternate phone number.
19. Print your state e-mail address.
20. Print your supervisor's first and last name.
21. Print your supervisor's job title.
22. Fill in your supervisor's office phone number.
23. If you are a temporary employee, check this box and print the last day of employment with the State of Iowa in the corresponding box to the right.
24. If you are a board or commission member, check this box and print the last day of your term.
25. If you are a vendor or a contractor, check this box and print the last day of employment with the State of Iowa in the corresponding box to the right.
26. Print the name of the contracting company that you work for.
27. Fill in a cell phone, pager number, or an alternate number so that you may be contacted if needed.
28. Please check if you are adding or deleting the vehicle.
29. Print your license plate information.
30. Print the make of your vehicle (Ford, Chevy, etc.)
31. Print the model of your vehicle (Explorer, Cavalier, etc.)
32. Print the year your vehicle was made.
33. Print the color of your vehicle.
34. & 35. Iowa State Patrol office use only.

**Questions 36-53 are to be completed by the employee's supervisor and Access Coordinator.**

36. Print the name of the building in which your employee needs access on the Capitol Complex.
37. Print the hours in which your employee works.
38. List the level or levels of access your employee needs. If there is not enough room, list them in #41.
39. The agency supervisor's initial of the area requested.
40. The access coordinator's initial of the area requested.
41. The employee's supervisor and/or access coordinator will explain why the employee needs access to more than one building or agency, or if the employee requires hours other than the hours listed. Please use this area to list additional buildings, floors, and doors.
42. The agency supervisor's initial of the area requested.
43. The access coordinator's initial of the area requested.
44. The agency supervisor's initial of the area requested.
45. The access coordinator's initial of the area requested.
46. Employee's supervisor will need to sign here to show that the above information is true and valid.
47. The employee's Access Coordinator will need to sign here to show that the above information is true and valid.
48. If any special building/parking access is requested. The employee's supervisor will check the box indicating what access is needed.
49. The signature of the designated special approval building/parking access individual. See the list below.
50. The signature of the designated special approval building/parking access individual. See the list below.
51. If the supervisor of the employee would like to make any additional comments, please list them in this area.
52. This is for the Iowa State Patrol – District 16 office use only.

***Special Approval Building Access/Restricted Parking Lots  
(Questions 50 & 51)***

Governor's Office	Administrative Director
Judicial Branch	Deputy Court Administrator
South Senate Elevator	Secretary of the Senate
Lot #9	Department of Public Safety
Lot #10	Iowa Workforce Development
Lot #11	Vocational Rehabilitation
Lot #13	Secretary of the Senate and Chief Clerk
Lot #14	Department of Public Safety – District 16